

TO: Agency Heads

FROM: Joseph Leo
Chief Information Officer

Sally Thompson
Chief Financial Officer

SUBJECT: USDA Major Information Technology Investments, including
New Investment Proposals

Office of Management and Budget Circular A-11, Fiscal Year 2002
Reports on Financial Management Activities and Information Technology

This memorandum initiates the fiscal year 2002 information technology (IT) budget formulation and review process at USDA. All USDA agencies and staff offices are requested to: 1) explain all new investment proposals that warrant inclusion in the Executive Information Technology Investment Review Board (EITIRB) executive portfolio, and 2) update information on all current systems in this portfolio. Following internal review, recommendations on each investment in the portfolio will be presented to the EITIRB for decision at the end of June 2000. To meet this deadline, all reports and supporting material prepared for this request are due to my office no later than

May 5, 2000. (The guidance for preparation of these materials is found in Attachment 1, Part I.)

In preparation for the fiscal year 2002 budget submission to the Office of Management and Budget (OMB), we are also asking for additional information specifically required by OMB on all IT investments made by USDA. This includes OMB Circular A-11 Exhibits 52 and 53. In order to prepare budget recommendations for the Deputy Secretary, this information is due to my office no later than **July 7, 2000.** (The guidance for preparation of this information is found in Attachment 1, Part II.)

Each agency is also required to prepare OMB Exhibit 300B, "Capital Asset Plan and Justification," for each major IT investment in its portfolio. In order to provide these Exhibits to OMB as required in September, Exhibit 300B is due to OCIO in paper and electronic format on **August 15, 2000.** (The guidance for preparation of this information is found in Attachment 1, Part II.)

As you are aware, the Department now uses the Information Technology Investment Portfolio System (I-TIPS) as a tool to help agencies implement a Capital Planning and Investment Control approach to information technology management. Completion of the appropriate entries into I-TIPS is required for each new and existing investment proposal.

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To ensure that these important investments receive senior policy level attention, we have asked that all reports and materials prepared in response to this request be submitted through your Under or Assistant Secretary for their signature. Please send all documents to Marilyn Holland, Chief, Program, Planning and Management Division, Room 447-W, Whitten Building. Ms. Holland may be reached at 202-720-6275, email marilyn.holland@usda.gov.

A presentation will be given on April 3, 2000, from 9:00 a.m. until 11:00 a.m. in Room S-107 South Building, to review these guidelines with all interested agency representatives. Please call Mr. David Allardyce, Senior Analyst, OCIO, Program, Planning and Management Division at 720-8918, with reservation or teleconference requirements.

We appreciate the effort and support of you and your staff in this important endeavor.

Attachments

1. Part I - Guidelines for Preparing New USDA Major IT Investment Proposals and Preparation of Review Materials for Current Investments in the EITIRB Executive Portfolio,
Part II – Guidelines for Preparing Reports on Financial Management Activities and Information Technology for Budget Year 2002
2. New Investment Proposals
3. Strategic Investment Criteria and Bonus Point Evaluation Tools
4. The Executive Information Technology Investment Review Board Executive Portfolio
5. Strategic Narrative Topics
6. Contact Sheet
7. Architecture/Infrastructure Guidance
8. Security Guidance
9. Secretarial/Administration Bonus Point Guidance
10. Technical Overview Guidance

cc: Deputy Under & Assistant Secretaries
Deputy Administrators for Management
Chief Information Officers
Budget Officers